

International Digital Health Symposium

27 February 2019, The Ashok Hotel, New Delhi, India

Advisory for the Sessions: Chair, Co-Chair, Lead Speakers and Panelists

Role of the Chair

1. Meet the speakers atleast 30 minutes before your session to discuss the modalities of the session and issues pertaining to it.
2. Introduce the Session and moderate the Q&A.
3. Ensure that the Session is managed to include maximum discussion on the issues and remains on schedule.
4. Open the Panel, briefly introduce the panel topic, and promote lively and focused discussions on the topic of the Panel.
5. Ensure that equal time is allotted to presenters.
6. Engage the audience and offer opportunities for brief questions and answers at the end of the sessions.
7. Share a Summary of Discussions of the session at the end.
8. At all times insist on collegiality and a tone of respect.

Further suggestions for the Chair:

1. Open the session, Opening Remarks: 2-3 Minutes.
2. Moderate the session. Each speaker has 10 minutes.
3. Facilitate Questions & Answers, moderate audience participation.
4. Closing Remarks: 2 Minutes. Identify the main points made during the Session for inclusion in the session summary. May like to take notes and offer any contextual thoughts or questions when the panelists complete their talk.

Role of the Co-Chair

1. Give a brief introduction of each Panelist. Please keep the length of the introductions to less than one minute/3-4 sentences and refer to the brief CVs attached.
2. Closing Remarks at the end of the session (and hand over to the Chair):1-2 minutes

Responsibilities of Lead Speakers:

1. Focus on key aspects of the session theme and set the tone of discussions for the session, highlighting main points for discussion.
2. Make a presentation for 15-20 minutes. Please keep to the time limit.
3. Please use the presentation template shared with you from the organizers.
4. Summarize the three (or a meaningful number of) most important points of the presentation.
5. Summarize contributions for suggested outcomes.

Responsibilities of the Panelists

1. Focus on key aspects of the session theme and highlight main points for discussion.
2. Kindly check with your Chair/Panel Coordinator (who will be contacting you with panel details) if presentations are required.
3. Make a presentation/talk for 8-10 minutes. Please keep to the time limit.
4. If you wish to make a presentation, please use the presentation template shared with you from the organizers.
5. Summarize the three (or a meaningful number of) most important points of the presentation.
6. Summarize contributions for suggested outcomes.